

Memo to: All UH-Downtown/PS Holders  
From: Max Castillo, President  
Subject: Continuing Education Fees

UH-Downtown/PS 05.A.19  
Issue No. 1  
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**1. PURPOSE**

This PS establishes the procedure by which the University of Houston - Downtown (UHD) sets fees for courses in the Continuing Education Program.

**2. POLICY/PROCEDURES**

2.1 Pursuant to Section 54.545 of the Texas Education Code, each participant registered in a UHD Continuing Education course will be charged a reasonable fee set in an amount sufficient to recover the costs of providing the course.

2.2 The Vice President for Academic Affairs and Provost, in consultation with the Directors of the Continuing Education units, will propose to the President fees for Continuing Education courses.

2.3 The President has the final authority to approve Continuing Education fees. Information regarding fees charged for Continuing Education courses will be kept in the Office of the President and in the Office of the Vice President for Academic Affairs and Provost.

2.4 The cost basis for a proposed fee should include all incremental costs of creating, marketing and delivering the course including salaries and applicable benefits for staff, faculty, and other instructional personnel; travel costs for both staff and instructional personnel; all facility charges including appropriate administrative overhead charges (i.e. institutional support, information technology support, central administration/office support); charges for provision, maintenance and necessary upgrades of required equipment and software used by course participants or required to support the course offering; charges for textbooks, materials and supplies if provided directly to participants; miscellaneous costs including postage, fax and telephone expenses; and, for certain courses, the cost of supplemental seminars, events and activities required of participants.

**3. REVIEW AND RESPONSIBILITIES**

Responsible Party (Reviewer): Vice President for Academic Affairs and Provost

Review: As needed

  
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President